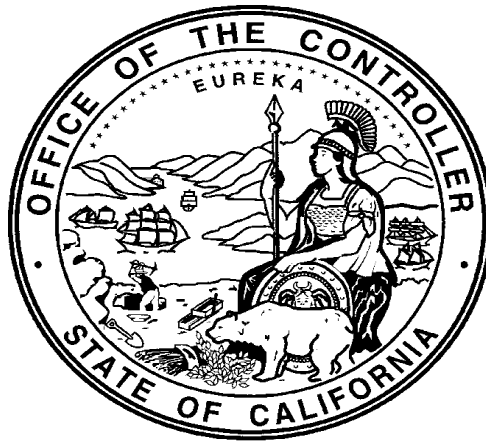


**OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION**



**Earnings and/or Deductions Load
Interface Information Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/02/2010	Liz James	Original Content
1.0	11/02/2010	Khalid Salman Mohammed	Original Content

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I. INTRODUCTION

This is an inbound interface from vendors to add, change, or delimit various deductions like union and fair share, etc. on Infotype 0014 (Recurring Payments/Deductions) and also has options to load infotypes 0015, and 0267.

The payroll load utility will have options to load data into infotypes 0014, 0015 and 0267 from template that will save the data to a tab delimited file with an option of the cost center override on these records. If the SCO decision is to not have vendors change formats of inbound files to match the SAP Best Practice load template the files will need to be run through a intermediate tool to reformat the Legacy formatting to the correct SAP formatting. The core program shall be developed with the future state in mind.

The inbound interface file is used to establish, change and/or delimit deductions like union dues and fair share for all represented employees on Infotype 0014 (Recurring Payments/Deductions). The additional infotypes which can also be loaded are infotypes 0015 (Additional Payments), and 0267 (One time payment Offcycle).

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is Tab Delimited.
- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc	<input type="checkbox"/> Weekly <input type="checkbox"/> Annually	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Monthly
Direction	<input checked="" type="checkbox"/> Inbound <input type="checkbox"/> Outbound <input type="checkbox"/> Both			
Source System	The vendors like Exclusive Representatives will send SCO the transaction Input source file directly.			
Target System	SAP ECC			
Classification of Data	<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive			
Data Volume Estimate	<input type="checkbox"/> One-time: _____ records <input checked="" type="checkbox"/> Recurring: _____ records every _____			
Scheduled	<input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual (User Started)			
Data Time Period	<input type="checkbox"/> Daily <input type="checkbox"/> Annually			
	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____			
	Record Selection Scope: <input type="checkbox"/> New or Changed Records <input checked="" type="checkbox"/> All records			
Selection Method of Records	<input type="checkbox"/> Allow user to select <input type="checkbox"/> Automatic (rules defined below) <input type="checkbox"/> Other: _____			
	Description:			
Deleted Data				

Future Transactions	Future transactions allowed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Description:
Retroactive Transactions	Retroactive transactions allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No Description:

The template layouts of Infotype 0014, 0015, and 267 are explained below with details. The templates and sample files are also attached below in this section.

Info-Type 0014 (Recurring Payments and Deductions):

Templates have been designed for creating the tab delimited files for the loading process. The template is color coded. These colors have the following meaning:

- Gray – **DO NOT FILL** these are in the template for structural consistency only. These fields will not be explained further as they should not be used.
- Red – these are required fields.
- Blue/Purple – these are optional. However, please make note that an amount must be entered for the row to have any relevance.

Data Element	Use/Description
RP50G-PERNR	Employee number (PERNR)
P0014-ENDDA	Effective start of the validity of the record
P0014-BEGDA	Effective end of the validity of the record
P0014-LGART	This is the wage type that will be paid or deducted from the employee
P0014-OPKEN	DO NOT USE

Q0014-BETRG	Amount to be paid or deducted
P0014-WAERS	Currency – set as USD
P0014-ANZHL	Number
Q0015-EITXT	Unit
DO NOT USE Q0014-INDBW	DO NOT USE
P0014-ZDATE	DO NOT USE
P0014-ZFPER	DO NOT USE
P0014-ZANZL	DO NOT USE
P0014-ZEINZ	DO NOT USE
P0014-ZUORD	Assignment Number (free form text field)
P0014-UWDAT	DO NOT USE
P0014-MODEL	Payment model defines which period(s) the wage types will be processed for based on customer configuration.
COBL-KOSTL	Cost Center if override being done
COBL-BUKRS	Company code if override being done
P0014-SEQNR	Key if more than one entry can be made for a wage type on the same day for an employee. If it is the first entry leave blank. And for additional entries increment by 1 (e.g. 01, 02, 03)
ZACTI	This field will represent whether the record needs to be added, deleted or modified. The allowable values for this field: INS -- Insert DEL -- Delete MOD -- Modify

Info-Type 0015 (Additional Payments and Deductions):

The template is color coded. These colors have the following meaning:

- Gray – **DO NOT FILL** these are in the template for structural consistency only. These fields will not be explained further as they should not be used.
- Red – these are required fields
- Blue/Purple – these are optional. However, please make note that an amount must be entered for the row to have any relevance.

Data Element	Use/Description
RP50G-PERNR	Employee number (PERNR)
P0015-BEGDA	Effective start of the validity of the record
P0015-LGART	This is the wage type that will be paid or deducted from the employee
P0015-OPKEN	DO NOT USE
Q0015-BETRG	Amount to be paid or deducted
P0015-WAERS	Currency – set as USD
P0015-ANZHL	Number
Q0015-EITXT	Unit
DO NOT USE Q0015- INDBW	DO NOT USE
P0015-ZUORD	Assignment Number (free form text field)
P0015-ESTDT	DO NOT USE
Q0015-PABRJ	Default Accounting Year
Q0015-PABRP	Default Accounting period
P0015-UWDAT	DO NOT USE
P0015-ITFTT	DO NOT USE
COBL-KOSTL	Cost Center if override being done

COBL-BUKRS	Company code if override being done
P0015-SEQNR	Key if more than one entry can be made for a wage type on the same day for an employee. If it is the first entry leave blank. And for additional entries increment by 1 (e.g. 01, 02, 03)
ZACTI	This field will represent whether the record needs to be added, deleted or modified. The allowable values for this field: INS -- Insert DEL -- Delete MOD -- Modify

Info-Type 0267 (Off-Cycle Payments):

The template is color coded. These colors have the following meaning:

- Gray – **DO NOT FILL** these are in the template for structural consistency only. These fields will not be explained further as they should not be used.
- Red – these are required fields.
- Blue/Purple – these are optional. However, please make note that an amount must be entered for the row to have any relevance.

<i>Data Element</i>	<i>Use/Description</i>
RP50G-PERNR	Employee number (PERNR)
P0267-BEGDA	Effective start of the validity of the record
P0267-LGART	This is the wage type that will be paid or deducted from the employee
P0267-OPKEN	DO NOT USE
Q0267-BETRG	Amount to be paid or deducted
P0267-WAERS	Currency – set as USD

P0267-ANZHL	Number
Q0267-EITXT	Unit
P0267-INDBW	DO NOT USE
P0267-ZUORD	Assignment Number (free form text field)
P0267-ESTDT	DO NOT USE
P0267-PABRJ	Default Accounting Year
P0267-PABRP	Default Accounting period
P0267-UWDAT	DO NOT USE
P0267-PAYTY	Type of off-cycle run such as Blank = regular pay run, A = Bonus pay run, B = correction run etc.
P0267-PAYID	One character sequencing number Indicator used to distinguish between different off-cycle payroll runs created on the same day
P0267-OCRSN	Reason code for the off-cycle.
COBL-KOSTL	Cost Center if override being done
COBL-BUKRS	Company code if override being done
P0267-SEQNR	Key if more than one entry can be made for a wage type on the same day for an employee. If it is the first entry leave blank. And for additional entries increment by 1 (e.g. 01, 02, 03). This is dependent on the configuration of the customer.
ZACTI	This field will represent whether the record needs to be added, deleted or modified. The allowable values for this field: INS -- Insert DEL -- Delete MOD -- Modify

Attached below are the sample tab delimited inbound files for infotypes 0014, 0015 and 0267 respectively.



0014.txt



0015.txt



0267.txt

V. FILE DEFINITIONS

The tab delimited inbound file will be sent from the state agencies to load into MyCalPAYS.

Info type 0014

Personnel Number	Numc	Employee Personnel Number
End date	Numc	Pay period end date
Begin date	Numc	Pay period begin date
Wage type	Numc	Unique Wage type number
Indicator	Numc	Operation Indicator for Wage type
Amount	Numc	Wage type Amount
Currency	Char	Currency of the Amount sent on the file
Number	Numc	Number of hours
Unit	Char	Time/Measurement Unit
Blank	Char	Blank
Blank	Char	Blank
Blank	Char	Blank

Blank	Char	Blank
Blank	Char	Blank
Assignment Number	Numc	Unique Number Assigned to the transaction
Blank	Char	Blank
Payment Model withdrawn	Char	the payment model defines a time pattern in which deductions are and payments made.
Cost Center	Numc	Cost Center
Company Code	Char	Company Code
Sequence Number amount for the same time interval.	Numc	a unique sequence number if same wag type is passed with a different
Action or delete (DEL).	Char	an indicator to identify if the record needs to be insert (INS), modify (MOD)
Info type 0015		
Personnel Number	Numc	Employee Personnel Number
Begin date	Numc	Pay period begin date

Wage type	Numc	Unique Wage type number
Indicator	Numc	Operation Indicator for Wage type
Amount	Numc	Wage type Amount
Currency	Char	Currency of the Amount sent on the file
Number	Numc	Number
Unit	Char	Time/Measurement Unit
Blank	Char	Blank
Assignment Number	Numc	Unique Number Assigned to the transaction
Blank	Char	Blank
Default Accounting Year	Char	Payroll Year
Default Accounting Period	Char	Payroll Period
Blank	Char	Blank
Blank	Char	Blank
Cost Center	Numc	Cost Center
Company Code	Char	Company Code

Sequence Number Numc
amount for the same time interval.
Action Char
or delete (DEL).

a unique sequence number if same wag type is passed with a different
an indicator to identify if the record needs to be insert (INS), modify (MOD)

Info type 0267

Personnel Number Numc

Begin date Numc

Wage type Numc

Indicator Numc

Amount Numc

Currency Char

Number Numc

Unit Char

Blank Char

Assignment Number Numc

Blank Char

Employee Personnel Number

Pay period begin date

Unique Wage type number

Operation Indicator for Wage type

Wage type Amount

Currency of the Amount sent on the file

Number

Time/Masurement Unit

Blank

Unique Number Assigned to the transaction

Blank

Default Accounting Year	Char	Payroll Year
Default Accounting Period	Char	Payroll Period
Blank	Char	Blank
Blank	Char	Blank
Payroll Type	Char	Type of Payroll Run like Regular Payroll, Bonus payments, Corrections run.
Payroll ID on the same day.	Numc	Indicator used to distinguish between different off-cycle payroll runs created
Off-cycle Reason	Char	Specifies the reason why an off-cycle payroll run is performed. The reason corresponds to the semantic meaning of an off-cycle action.
Cost Center	Numc	Cost Center
Company Code	Char	Company Code
Sequence Number amount for the same time interval.	Numc	a unique sequence number if same wag type is passed with a different
Action (MOD) or deleted (DEL).	Char	an indicator to identify if the record needs to be inserted (INS), modified

VI. LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
None	Employee Personnel Number
Payment type/ Deduction Code/ Retirement Code or Earnings ID	Wage type
None	Operation Indicator for Wage type
None	Assignment Number
None	Sequence Number
None	Action Indicator
None	Payroll Type
None	Payroll ID
None	Off-cycle Reason
None	Cost Center
None	Company Code